

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-52

☐ Other ☒ Amendment Number:

000001

Contract Number
EP-C-08-010

Contract Period 12/16/2008 To 11/30/2011

Title of Work Assignment/SF Site Name

Base Option Period Number 2

WA CRA Guidelines Prep of Supp

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.2

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 06/22/2011 To 11/30/2011

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 11/30/2011

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lawrence Martin

Branch/Mail Code:

Phone Number 202-564-6497

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: WA 02-52

Amendment 1

Title: CRA Guidelines Preparation of Supporting Documents

Scope of Work Reference:

Task: 2.2

Period of Performance:

Date of Issuance through November
30, 2012

Work Assignment COR:

Lawrence Martin
Office of Science Advisor
U.S. EPA (8105-R)
Office of the Science Advisor
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6497
Fax: (202) 564-2070

Alternate Work Assignment COR:

Julie Fitzpatrick
Office of Science Advisor
U.S. EPA (8105-R)
Office of the Science Advisor
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-4212
Fax: (202) 565-2910
Telephone: (202) 564-6493
Fax: (202) 565-2910

Project Officer:

Verla Sutton-Busby
U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

1. BACKGROUND

In support of the EPA Risk Assessment Forum's (RAF) Cumulative Risk Assessment (CRA) Technical Panel (CRA Panel) development of CRA Guidelines this work assignment will prepare monographs on identified subjects using the style standard for technical scientific publications. The contractor is expected to identify authoritative authors to sub-contract highly technical monographs. This assignment follows upon the technical capacity achieved in the conduct of other work assignments addressing CRA in Contract EP-C-08-010.

2. PURPOSE

The purpose of this amendment is to:

- 1) Change the Work Assignment COR from Julie Fitzpatrick to Lawrence Martin and the alternate Work Assignment COR from Michael Broder to Julie Fitzpatrick;
- 2) Amend Task 2 to expand the work to be undertaken.
- 3) Update the deliverable schedule.

3. TASKS

Task 1 - Prepare Cost Estimate

The Contractor shall meet with the EPA WA COR to discuss the subjects on which the monographs will be written; and to prepare a budget estimate within 15 calendar days after receipt of work assignment.

This work assignment requires extensive expertise in human health and ecological risk assessment and current trends in EPA risk assessment guidance specifically at the P3 and P4 levels. Sub-contracting of specialized expertise is anticipated.

Revised Task 2 – Drafting of Technical Monographs

Authors shall draft numerous (5-6) monographs addressing specific CRA topics identified by the EPA WA COR. The topics will address themes in CRA, and specific CRA topics identified in the draft outline for the CRA Guidelines. Topics are of a kind with the information contained in the literature review and written to in the CRA current practices work assignment under this contract. The monographs will not entail research beyond published literature. Key sources will be identified by the EPA WA COR. The contractor is expected to identify authoritative authors to sub-contract highly technical monographs. Deliverables: Approximately 150 pages total (exclusive of citations) of technical writing in draft. The monographs will likely be drafted concurrently or with

minimal sequencing. The drafts will be reviewed and receive comment from the RAF CRA Panel.

Task 3 – Respond to Comment and Final Technical Edit

The RAF CRA Panel will review and comment upon the draft monographs. The EPA WA COR will provide the comments to the contractor who shall make necessary changes in the drafts using a track changes function. The revised drafts shall be provided to the EPA WA COR who will certify that all necessary edits have been performed. The contractor shall conduct a final technical edit on the revised drafts and prepare them camera-ready for reproduction. The EPA WA COR will approve the final deliverable. Deliverables: 3-5 monographs, approximately 120 pages in total, consistent with style guidelines for a technical scientific publication and camera-ready.

4. REVISED SCHEDULE OF DELIVERABLES

Product	Due Date
Task 1 –Cost Estimate	Within 15 calendar days after receipt of work assignment amendment.
Task 2 – Drafting of Monographs	October 30, 2011
Task 3 – Finalize Monographs	November 20, 2011

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-52								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2011 Base Option Period Number 2	Title of Work Assignment/SF Site Name CRA Guidelines Prep Sup Doc								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.2								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 06/22/2011 To 11/30/2011								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
12/16/2008 To 11/30/2011										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Julie Fitzpatrick						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Verla Sutton-Busby						Phone Number 202-564-4212				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: WA 02-52

Title: CRA Guidelines Preparation of Supporting Documents

Scope of Work Reference:

Task:

Period of Performance:

Date of Issuance through November
30, 2011

Work Assignment COR:

Julie Fitzpatrick
Office of Science Advisor
U.S. EPA (8105-R)
Office of the Science Advisor
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-4212
Fax: (202) 565-2910
Telephone: (202) 564-6493
Fax: (202) 565-2910

Alternate Work Assignment COR:

Michael Broder
Office of Science Advisor
U.S. EPA (8105-R)
Office of the Science Advisor
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-3393
Fax: (202) 565-2910

Project Officer:

Verla Sutton-Busby
U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

1. BACKGROUND

In support of the EPA Risk Assessment Forum's (RAF) Cumulative Risk Assessment (CRA) Technical Panel (CRA Panel) development of CRA Guidelines this work assignment will prepare monographs on identified subjects using the style standard for technical scientific publications. The contractor is expected to identify authoritative authors to sub-contract highly technical monographs. This assignment follows upon the technical capacity achieved in the conduct of other work assignments addressing CRA in Contract EP-C-08-010.

2. PURPOSE

This work assignment supports the writing and technical editing of monographs on subjects to be decided in task 1.

3. TASKS

Task 1 - Prepare Cost Estimate

The Contractor shall meet with the EPA WA COR to discuss the subjects on which the monographs will be written; and to prepare a budget estimate within 15 calendar days after receipt of work assignment.

This work assignment requires extensive expertise in human health and ecological risk assessment and current trends in EPA risk assessment guidance specifically at the P3 and P4 levels. Sub-contracting of specialized expertise is anticipated.

Task 2 – Drafting of Technical Monographs

Authors shall draft several (3-5) monographs addressing specific CRA topics identified by the EPA WA COR. The topics will address themes in CRA, and will be of a kind with the information contained in the literature review and written to in the CRA current practices work assignment under this contract. The monographs will not entail research beyond published literature. Key sources will be identified by the EPA WA COR. The contractor is expected to identify authoritative authors to sub-contract highly technical monographs. Deliverables: Approximately 100 pages total (exclusive of citations) of technical writing in draft. The monographs will likely be drafted concurrently or with minimal sequencing. The drafts will be reviewed and receive comment from the RAF CRA Panel.

Task 3 – Respond to Comment and Final Technical Edit

The RAF CRA Panel will review and comment upon the draft monographs. The EPA WA COR will provide the comments to the contractor who shall make necessary changes in the drafts using a track changes function. The revised drafts shall be provided to the

EPA WA COR who will certify that all necessary edits have been performed. The contractor shall conduct a final technical edit on the revised drafts and prepare them to be camera-ready for reproduction. The EPA WA COR will approve the final deliverable. Deliverables: 3-5 monographs, approximately 120 pages in total, consistent with style guidelines for a technical scientific publication and camera-ready.

4. SCHEDULE OF DELIVERABLES

Due Date	Product
Task 1 –Cost Estimate	Within 15 calendar days after receipt of work assignment.
Task 2 – Drafting of Monographs	August 30, 2011
Task 3 – Finalize Monographs	November 15, 2011

5. ACCEPTANCE CRITERIA

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

6. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

7. CONFIDENTIALITY

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.